



## VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

# JOB OPPORTUNITY

**2 POSITIONS  
AVAILABLE**

**VICTIM COMPENSATION PROGRAM  
PROGRAM TECHNICIAN II  
Permanent/Full-Time  
\$2465.00 - \$2998.00**

**2 POSITIONS  
AVAILABLE**

Under the general supervision of the Victim Compensation Supervisor, the Program Technician II (PT II) functions with a moderate to high degree of initiative and independent judgment in processing applications and bills related to the filing of a Victim Compensation Program (VCP) claim. The PTII independently reviews incoming documents and enters various data from the application and/or bills into the automated computer system, and communicates program information of a sensitive nature to claimants and/or various private/public entities.

### **ESSENTIAL FUNCTIONS:**

- Review incoming applications for crime victims in accordance with the laws, rules, regulations, policies and procedures governing the Victim Compensation Program (VCP).
- Review incoming initial and supplemental medical, medical-related, mental health, funeral/burial and income/support bills for completeness, accuracy, and ensure they are in compliance with statutes, regulations, policies and procedures governing the VCP.
- Enter data from applications and bills into the automated computer system.
- Contact providers, victims and/or representatives by telephone to obtain basic information needed to process bills; return incomplete bills to the sender.
- Sort and route all incoming mail to the appropriate Victim Compensation Specialist for processing.

### **DESIRABLE QUALIFICATIONS**

- Ability to work in a challenging and fast-paced environment
- Ability to deal tactfully and effectively with the public
- Ability to evaluate situations and take effective action
- Ability to prioritize and organize work
- Good verbal and written communication
- Dependable and conscientious
- Ability to work independently and within a team setting

### **WHO MAY APPLY:**

Current State employees in the Program Technician II classification or individuals eligible for appointment by transfer, list appointment, or reinstatement to this classification. Applicants must submit a current state application, resume and a cover letter explaining their eligibility and their interest in this position. Bilingual applicants are encouraged to apply. Applications will be screened and only the most qualified will be interviewed.

### **SUBMIT APPLICATION TO:**

Victim Compensation and Government Claims Board  
Human Resources/Attn: Robin Jones  
P.O. Box 48  
Sacramento, CA 95812-0048  
(916) 324-3252 / [rjones1@vcgcb.ca.gov](mailto:rjones1@vcgcb.ca.gov)

**FINAL FILING DATE:**  
**March 20, 2006,**  
**Or Until Filled**

**Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. \*\*POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.\*\***

California Relay Service:

Voice line: 1-800-735-2922  
TDD User: 1-800-735-2929

040-230-9928-017/020

BULLETIN # VCP 06 -001

DATE POSTED: 03/06/06

RPA# 134/135